

Indiana State Police

POLICE PROMOTIONS

SYSTEM GUIDE



2008

-Foreword-

TO ALL ELIGIBLE POLICE PERSONNEL:

One of my most important duties as Superintendent is to provide an equal opportunity for all employees to pursue their chosen career goals and experience job satisfaction. The police promotion process provides eligible and interested employees the legitimate opportunity to apply and compete with others for promotions and reclassifications available throughout the Department. Each candidate completing the promotion process is ranked, based on the same objective criteria as others, and considered for the position sought. The promotion process is designed to encourage interested employees to participate in a credible process that allows the selection of the best promotion candidates. I urge you to read this *2008 Police Promotion System Guide* to learn more about the process. I also urge you to participate when a career opportunity of interest becomes available.

Paul Whitesell, PhD
Superintendent

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Dear Promotion Candidate:

The purpose of this booklet is to help promotion candidates understand and prepare more effectively for the 2008 promotion process. Note that this book is not identical to the information booklet published for the 2007 ISP promotion process.

Promotion candidates are encouraged to review this booklet to become familiar with the details of the present promotion process.

This booklet has been written in a question and answer format. It is our hope that this format will address the questions most frequently asked by promotion candidates. However, this booklet also describes a procedure, which candidates may use to obtain answers for questions not fully addressed in this booklet.

An intent to participate/not participate form is being provided. **All personnel must complete and return this form indicating whether or not you intend to participate in this promotion process. All forms must be received in the Human Resources Division by December 31, 2007.**

WHO WILL ADMINISTER THE PROMOTION PROCESS?

IPSP, Inc., a professional consulting firm, is under contract with the Department to construct, score and validate the promotion process. These responsibilities have been delegated to a professional consulting firm to ensure the most valid, unbiased procedures possible.

All testing materials are maintained at the consultant's offices and are accessible only to IPSP, Inc. staff members. The written examination session will be conducted by employees of IPSP, Inc., but Department members may assist with administrative duties at the test site. After the testing phase, all materials will be collected by IPSP, Inc. for scoring and validation.

IPSP, Inc. staff will also be responsible for training the members of any Department board, which evaluates test materials or interviews.

WILL ISP HELP TO DEVELOP THE PROMOTION PROCESS?

IPSP, Inc. is being guided by two independent development committees, both comprised of ISP sworn personnel. IPSP, Inc. was guided in the early stages of the promotion process development by the Advisory Committee. This committee included individuals who represented the various ranks and different interests within the Department. The Advisory Committee was given the task of outlining the promotion system and reviewing other nonconfidential information.

The second development committee is the Selection Committee. This committee consists of ISP officers who are not competing in the promotion process themselves, but are familiar with the Department and with the duties of specific areas within the Department. It is the responsibility of the Selection Committee to select the testing materials used in the promotion process to ensure that these materials and procedures are fair, accurate and relevant to ISP. This committee will review reading materials, select questions and review appeals with regard to the written examination. Members of the Selection Committee have agreed to maintain the integrity and confidentiality of test materials.

WHAT IS THE GOAL OF THE PROMOTION PROCESS?

The goal of the promotion process is to evaluate the potential of candidates for specific positions within the Department. Various evaluation techniques will be used to assess each candidate on those skills and abilities necessary for specific career areas. Candidates are evaluated only on those skills and abilities, which are essential for success in the particular position that they are seeking.

The promotion process will produce a list of eligible candidates. This list will be used to guide the personnel decisions of the Department.

DO THE PROMOTION PROCEDURES APPLY TO TRANSFERS?

Transfers within a rank level will continue to be made at the discretion of the Superintendent or his designee. However, at his discretion, the Superintendent may also refer a transfer decision to the promotion procedures. Therefore, it is important that individuals who

may seek a transfer, including individuals who hold the rank of Lieutenant, participate in the promotion procedures.

HOW WILL THE PROMOTION PROCESS WORK?

ISP members who wish to be promoted/transferred must first complete specific “threshold” requirements. The exact “threshold” requirements will depend on the specific position of interest.

The specific nature of the threshold requirements will be discussed in more detail below, but they generally fall into one of two categories: a written examination or a specialized license, degree or training experience. For instance, Department members who wish to become pilots for the Department may be required to obtain a license before they can be considered for this position. Department members who are interested in a laboratory position may be required to hold a particular college degree.

When a position vacancy occurs, the vacancy will be announced. Any interested eligible Department member may apply for this position. If more than eight apply for single vacancy posting, the top eight candidates (ranked by the written test threshold requirement) will be scheduled for an oral interview. If fewer than eight apply, all may be interviewed. Interviews for multiple vacancy postings will be conducted in accordance with Police Rule 5. The number of candidates allowed to interview may be increased if there are additional eligible candidates who can be considered under affirmative action procedures.

After the interviews have been completed, candidates’ scores for all of the promotion process components (see following for a listing of these components) will be combined and total scores will be used to create a position eligibility list. The promotion will be made, in accordance with applicable Department rules and regulations, from the rank ordered position eligibility list. Any requirements for maintaining the position, such as the successful completion of a probationary period or obtaining a specific license or certification, must be met, or removal from the position may be directed by the Superintendent.

ARE THERE SENIORITY REQUIREMENTS FOR PARTICIPATING IN THE PROMOTION PROCESS?

Department members who wish to participate in the promotion process are not required to meet seniority requirements with the exception that probationary officers will be eligible to take the exam, but cannot apply for promotion until after the successful completion of their probationary status.

WHAT ARE THE REQUIREMENTS TO BE ELIGIBLE TO APPLY FOR PROMOTION?

A. Threshold Requirements:

- a. Promotion will require that candidates pass a written test. The passing score for a written test is 70% of available credit. Candidates must receive a passing score on the examination.

- b. Received a satisfactory or above on the last annual Performance Appraisal Report (PAR).
- c. Meet the rank requirements specified in Police Rule 5.
- d. Must not be in an unpaid leave status.

B. Special Requirements. Some positions will require that candidates complete other types of requirements such as specialized training or licensure, certification, etc. For instance, promotion into a laboratory position may require candidates to hold a related college degree. The special requirement might also include successful completion of related training during a probationary period. This information will also be outlined when a position opening is advertised.

The threshold requirements, if any, for each position included in the promotion process are listed in the tables presented below:

<u>POSITION CODES</u>	<u>POSITION</u>
A	-Administrative
AIC	-Area Investigative Commander
C	-Canine Handler
CSI	-Crime Scene Investigator
D	-District Line Command
DET	-Detective
DET-SUPV	-Detective Supervisor
DIC	-District Investigative Commander
CJD	-Criminal Justice Data
ISL	-Investigative Squad Leader
L	-Laboratory
LEG	-Legal
CVEO	-Commercial Vehicle Enforcement Officer
CVEO-SUPV	-Commercial Vehicle Enforcement Officer Supervisor
MU	-Motorcycle Unit
P	-Pilot
PIO	-Public Information Office
POLY	-Polygraph Operator

THRESHOLD REQUIREMENTS

(X denotes a special requirement)

JOB TITLE	WRITTEN TEST	SPECIAL REQUIREMENTS
Lieutenant (L)	X	X
Lieutenant (LEG)	X	X
Lieutenant (D)	X	
Lieutenant (DET-SUPV)	X	
Lieutenant (P)	X	X
Lieutenant (A)	X	
Lieutenant (AIC)	X	
First Sergeant (D)	X	
First Sergeant (DIC)	X	
First Sergeant (P)	X	X
First Sergeant (A)	X	
First Sergeant (L)	X	X
First Sergeant (LEG)	X	X
First Sergeant (DET-SUPV)	X	
First Sergeant (CJD)	X	X
Sergeant (D)	X	
Sergeant (LEG)	X	X
Sergeant (ISL)	X	
Sergeant (P)	X	X
Sergeant (A)	X	
Sergeant (CVEO-SUPV)	X	X
Sergeant (MU)	X	X
Sergeant (DET-SUPV)	X	
Sergeant (CJD)	X	X
Sergeant (POLY)	X	
Sergeant (L)	X	X
Sergeant (CSI)	X	
Corporal (D)	X	
Corporal (MU)	X	X
Trooper (C)	X	
Trooper (CVEO)	X	
Trooper (DET)	X	

WHEN WILL THE WRITTEN EXAM BE HELD?

The scheduled date for the promotion test is **March 8th, 2008**

The examination will be given simultaneously at locations around the state. Specific times and locations of the examination will be announced in subsequent memos. It is anticipated that there will be two test sessions on the test date at each of the test locations. All Department members who are eligible to compete in the promotion process are required to indicate their intentions to participate/not participate in the promotion process to the **Human Resources Division** by December 31, 2007 by completing the **Intent to Participate/Not Participate** form. The information provided on this form will be used to estimate the room requirements and other details for the administration of the written examinations. It will also be used by Commanders to establish work schedules during the testing periods. ***Only individuals who have indicated an intention to take a written examination will be allowed to participate.*** Therefore, it is very important that all individuals complete and return this form. If, after indicating an intention to complete a written examination, a candidate decides NOT to take the examination, the candidate shall notify the Human Resources Division and their Commander in writing. ***Failure to attend the scheduled examination without prior approval from a Commander will result in ineligibility to attend a make-up examination.***

A photo ID must be presented by the candidate at the testing site upon sign-in for the testing.

Please note this important point: The written examination will be based on the reading materials listed later in this document. Questions and answers will be drawn only from these reading materials. This means that a candidate must study and learn these reading materials to do well on the written test portion of the promotion process.

WHAT IF MY SCHEDULE CONFLICTS WITH THE EXAM TIMES?

Shifts will be rearranged to accommodate those participating in the written examination. One make-up test session may be scheduled. Candidates requesting a make-up test session must do so in writing to the Human Resources Division Commander. Only candidates who fulfill specific criteria will be allowed to take a test during the make-up session. It is the candidates' responsibility to ensure that he/she has no conflict with the schedule make-test date and time. Make-up examinations will only be re-scheduled in emergency circumstances as determined by the Human Resources Division Commander. In addition, individuals who are on unpaid leave during the time of the written examination will be afforded the opportunity to complete the written examination upon return to duty. Employees returning to active duty from unpaid leave must request a make-up test within 30 days of returning to duty.

Department members who arrive late to a promotion test because of a duty related emergency will be given the full time to complete the examination. However, they will be required to submit a letter of explanation to the Superintendent and their score may be disqualified if it is found that their tardiness was not justified. In contrast, individuals who arrive late to the promotion test for a non-duty related emergency would only be allowed to complete the examination within the time remaining in the testing period.

WHAT TYPES OF INTERVIEWS WILL BE USED?

A central component of the promotion process is a structured oral interview. While the written exam measures how well a candidate knows certain facts and principles, the oral interview assesses other facets of a candidate's skills. The interview questions will attempt to assess a candidate's attitudes toward critical issues, job-related knowledge and standard operating procedures (SOPs). Questions may also concern technical job-related skills, supervision skills and other issues.

The oral interviews will be conducted when a position opening occurs. Except in multiple vacancy postings as described in Police Rule 5, eight Department members who have indicated their interest in the position and are the most eligible (based on the threshold requirements) will be invited to participate in the oral interviews unless there are fewer than eight eligible. (Note – eligibility will only reflect threshold scores such that other promotion process components will not be considered at this stage in the process). The number of candidates allowed to participate in the structured oral interview may be increased if there are additional qualified candidates who can be considered under affirmative action procedures.

Oral interview questions will be developed by the consultants with the help of the Standing Interview Committee (discussed below). The source for interview questions will be the Committee's own knowledge about the Department, written test reading materials, Department Rules, Regulations, SOPs, and any technical questions, knowledge, skills and abilities, or presentations applicable to a specific position. Candidates should, therefore, be familiar with all of this information prior to an oral interview.

Oral interviews will be "structured." This means that all candidates for a specific position will complete the same interview procedures and be asked the same questions, in the same order.

IS THERE A PASS/FAIL INTERVIEW SCORE?

Final interview scores for a candidate will be the total of all points awarded by the interview committee multiplied by the weight for the interview component (see below for a discussion of component weights). Candidates must obtain a minimum score of 44% or higher available credit in the interview to be considered further for promotion or reassignment. That is, there is a pass/fail score for interviews as well as for the written test.

WHO WILL CONDUCT THE ORAL INTERVIEWS?

The oral interviews will be conducted by members of the ISP. The specific interviewers used for each position will be drawn from a larger group or pool of interviewers called the Standing Interview Committee. All Department majors and captains will serve on the Standing Interview Committee. All members of the Standing Interview Committee will be trained in interview methods designed to minimize potential bias or unfairness.

WHAT METHODS WILL BE USED TO ENSURE FAIRNESS IN THE INTERVIEWS?

Several steps will be taken to minimize potential bias during interviews. These include:

- a. Interview procedures will be consistent (same questions, same procedures, etc.) for all the candidates for a specific position;
- b. Interviewers will be drawn from a pool of trained Department members;
- c. Minimum acceptable answers will be written out before the interviews are held;
- d. Interviews will be conducted by a board, not just a single person;
- e. Interviewers will be required to justify any rating which is discrepant from ratings given by other interviewers; and
- f. Final calculation of scores will be done by IPSP, Inc., the consulting company.

WHAT OTHER COMPONENTS WILL BE INCLUDED IN THE PROMOTION PROCESS?

In addition to the written test and the structured oral interview, education, performance appraisal and seniority components are given credit in the promotion process. Following is a description of how each of these components will be measured.

Education-----

Promotion credit for education will be awarded according to the following method: $(\text{number of earned college semester hours}/120) * 4 = \text{promotion credit up to a maximum of four points}$. However, candidates will be awarded promotion credit of five points if they have obtained a masters or higher academic degree. The overall maximum amount of promotion credit awarded for education will be five points.

According to the method described above, a promotion candidate who has earned a masters (or higher academic degree) would receive five promotion points while a candidate who has earned 120 approved college semester hours would receive four points $(120/120 * 4 = 4)$. A candidate who has earned 60 semester hours would receive two points $(60/120 * 4 = 2)$.

This method for computing education credit is being used to ensure that candidates receive promotion credit for all of the college credits that they have already earned. However, promotion credit will only be given for college credits which have been awarded by an institution which has been accredited by one of the following accrediting commissions:

Middle States Association of Colleges and Schools
New England Association of Schools and Colleges
North Central Association of Colleges and Schools
Northwest Association of Schools and Colleges
Southern Association of Colleges and Schools

Western Association of Schools and Colleges

Candidates who have not participated in the previous promotion process must submit an official college transcript to the Human Resources Division – Police Promotions by February 1, 2008.

Education credits will be updated twice each year, on February 15 and July 15. In order for a candidate to receive additional educational credit on February 15, an updated official college transcript must be submitted to the Human Resources Division – Police Promotions by February 1. In order for a candidate to receive additional educational credit on July 15, an updated official college transcript must be submitted to the Human Resources Division – Police Promotions by July 1. Remember, it is the responsibility of each promotion candidate to submit transcripts of college credits and/or degrees obtained.

Performance Appraisal Report (PAR) -----

For the 2008 promotion process, PAR points will be calculated from a candidate's PAR rating for the three years prior to the oral interview. 2008 scores will use the average PAR rating for 2005, 2006 and 2007, the three years prior to the oral interview.

The following formula will be used to calculate PAR points:

Eighty-nine (89) points will be subtracted from the candidate's average PAR score. The remaining points will be divided by eleven (11) and then multiplied by five (5) to determine final credit:

$$(((PAR - 89)/11) \times 5) = \text{Performance Appraisal Report Points}$$

This formula is designed to accomplish two goals: 1) it gives no credit to candidates whose overall performance has been less than satisfactory and therefore averages less than 90; and 2) it gives up to a maximum of five points of promotion credit to candidates whose performance has been satisfactory and above. For example, if a promotion candidate has a maximum average PAR score of 100 points for the three years prior to the oral interview, the performance evaluation points would be computed as follows:

$$((100 - 89)/11) \times 5 = 5 \text{ Performance Appraisal Report Points}$$

Note that if a candidate has a PAR score of less than 90, the lowest score they will receive is 0.

Seniority-----

Seniority will be calculated twice each year, on February 15 and July 15. Seniority will be calculated according to the following formula:

$$\frac{\text{Days of service}}{(15 \text{ years} \times 365)} \times 10 = \text{Seniority Points}$$

Days of service will equal the number of days of continuous law enforcement service from a Department member's date of appointment as an ISP officer until February 15, or July 15 if the latter date has occurred prior to the closing date for the advertised opening. This formula will give candidates a maximum of 10 points of promotion credit for service. Candidates with 15 years or more of service with ISP will receive the maximum points possible while others with less service time will receive a portion of the ten promotion points. For example, if a promotion candidate has 15 years of service on the Department, the seniority points would be computed as follows:

$$\frac{5475 \text{ Days of service} \times 10}{(15 \text{ years} \times 365)} = 10 \text{ Seniority Points}$$

Feedback-----

All promotion candidates will be provided feedback, shortly after July 15, that lists their current education credit, PAR scores and seniority credit. Candidates who feel that a feedback component is in error must submit an appeal to the Human Resources Division within two weeks after receiving their feedback.

HOW IS PROMOTION ELIGIBILITY DETERMINED?

Promotion eligibility for each position reflects a combination of all of the promotion process components including the written test, interview scores, education, performance appraisal and seniority according to the following weighting scheme:

Written Test	40%
Oral Interview	40%
Education	5%
Performance Appraisal Report	5%
Seniority	10%

Promotions will be made in accordance with applicable Department rules and regulations from the eligibility list which is created for each position.

HOW WILL THE COMPONENTS BE SCORED?

The written examination will be computer scored. The consultants from IPSP, Inc. will do the scoring and tabulation of written examination test results. The correct answer to each question will be determined prior to the test date by the Selection Committee based on the assigned reading materials. A candidate's score on the written test will reflect the number of questions which they answer correctly.

The oral interview exercise will be scored according to precisely defined scoring dimensions determined by the Standing Interview Committee. Each candidate's interview will be scored by a team of raters chosen from the Standing Interview Committee. Each team of raters will have three to five members. All raters are trained to ensure that they apply scoring dimensions accurately and without bias.

The interview board will score the quality of answers according to the specific preset guidelines. Total scores are averaged across all board members. These scores are converted to a percentage of the maximum possible score and become a candidate's final score for the oral interview component of the promotion process. Candidates will not be considered for promotion unless they receive an unweighted minimum score of 44% or higher for the interview.

WILL I RECEIVE INDIVIDUAL FEEDBACK ON MY SCORES?

Individual feedback will be routinely provided to each candidate completing the promotion process after the promotion results are announced. Candidates should NOT contact IPSP, Inc. or the Human Resources Division regarding individual requests for feedback.

WHAT ARE THE READING MATERIALS FOR THE WRITTEN TEST?

Legal Guide, Sixth Edition
Klotter
Anderson Publishing, 2002

Standard Operating Procedures
Civilian Rules
Police Rules
Regulations

A supply of books is available at each District and Division. These books may be checked out on a short-term basis. Candidates will be required to sign the books in and out.

WHAT ARE THE READING MATERIALS FOR THE ORAL INTERVIEW?

All of the reading material mentioned above will be used as source material for the structured oral interviews. Therefore, candidates should be familiar with the materials listed above for the structured oral interview phase of the promotion process. Additionally, candidates should also review any material that may familiarize themselves with job related knowledge, technical job related skills, supervision skills and abilities.

CONFIDENTIALITY OF MATERIALS

All Department members are required to maintain the confidentiality of the materials used in this promotion process. Promotion candidates may not reveal or discuss test materials until after a promotion process is complete. Candidates will be permitted to take written notes during the oral interview. The chairman of the oral interview committee will collect all notes taken by the applicant at the end of interview. No written materials can be taken from the interview. Any violation of this rule may result in the exclusion of a Department member from consideration for promotion and in disciplinary action.

HOW LONG WILL THE WRITTEN TEST SCORES BE VALID?

Written exam scores are valid for up to one additional promotion process. Under this system, candidates who took a 2007 written exam may use this score during the 2008 promotion process. A candidate who took a written exam in 2007 may also take the written exam in 2008. However, for any job posted (officially announced) on May 1, 2008 or later, the more recent exam score, higher or lower, replaces any previous written exam score. In short, written examination scores are valid for two years and will expire the month that the newest scores are validated, which will usually be May. It is anticipated that new written examination will be administered once each calendar year.

HOW CAN A CANDIDATE PREPARE FOR THE PROCESS?

Doing well in the promotion process will take diligence and motivation. Some of the things that candidates can do to prepare are:

- a. Study the reading material. Remember, the written examination will be based exclusively on the study materials. The oral interview will be based on the information previously discussed in this document.
- b. Learn about the position you are applying for. This can best be done by reading the job description and understanding what duties and abilities are necessary to be successful in the position.
- c. Improve communication skills. Police officers must be able to read, write and speak well. Candidates will be required to demonstrate these skills during the promotion process.

ARE THERE ADDITIONAL MATERIALS, WHICH WILL HELP ME TO PREPARE?

Yes, there are videotapes developed specifically for ISP, which give details regarding the promotion procedures. These videotapes discuss how to prepare for a written examination and what to expect in an oral examination. The videotapes are available for checkout from the Human Resources Division.

In addition, IPSP, Inc. will provide candidates with oral interview training sessions. Candidates may call the Human Resources Division to schedule these training sessions. There are also commercial audio and videotapes which are relevant and will help you to prepare for this process. However, please remember that these tapes are not required and that test questions will not be drawn from these tapes.

CAN YOU OFFER ANY TIPS FOR TAKING THE WRITTEN TEST?

- a. If you do not know a particular answer, guess. There is no penalty for guessing. "Guesses" are more often right than wrong since they usually reflect some knowledge or judgment.

- b. Try to relax. Anxiety interferes with performance and you do not improve your scores by becoming apprehensive and nervous. You will be your best if you are rested and in an alert frame of mind.
- c. Do not become upset if you don't remember a particular fact or answer. This type of "blocking" is usually caused by nervousness. If you can't remember a particular answer simply go on to the rest of the questions and return later to the problem question.
- d. Don't be too hasty in answering questions. The test is not designed to assess speed of thinking. There will be plenty of time to answer all of the questions.
- e. Feel free to mark up the test booklet. Each candidate will receive their own written test booklet. Therefore, candidates should feel free to mark up these booklets.
- f. Be careful when completing the computerized answer sheet. Make sure you fill in the answer blank that corresponds to the right question.
- g. Arrive early for the exam. Being late will add to your stress.
- h. Don't "over-interpret" test questions. The questions on the written examination are designed to test your knowledge in a straightforward manner. These questions are not meant to trick or mislead you.
- i. Don't worry if you cannot answer a particular question. Your exam will contain many questions and missing one question will have only a small impact on your final score.
- j. Watch the videotape discussed previously.

CAN YOU OFFER ANY TIPS FOR DOING WELL ON THE ORAL INTERVIEW?

- a. Attend interview training sessions offered by IPSP. IPSP, Inc. offers oral interview training sessions for interested candidates. Sessions cover what to expect during the oral interview along with detailed tips on how to do well during the oral interview. Contact the Human Resources Division if you are interested in attending a session.
- b. Be open with the interview board. Tell the interview board what you think and be as specific as you can. If done constructively, this can only improve your score.
- c. Be positive about yourself. This is your opportunity to tell the board about your beliefs, insights and skills. Do not be overly modest. Recognize that the experiences you have had and your preparations are positive qualities, which the board should know about.
- d. Be helpful and positive toward the interview board during the interview. Constructive criticism is welcome and you are encouraged to offer your insights and beliefs.

However, merely being resistant and argumentative will undoubtedly have a negative impact.

- e. Give thorough answers. The most common mistake made by interviewees is to be overly terse or to give answers which are too brief. The interview board will only give high scores to candidates who give complete answers.
- f. Practice being interviewed. A successful interview requires skills, which can be learned.
- g. Watch the videotape discussed previously.

WHAT IF I WANT TO WITHDRAW FROM AN INTERVIEW THAT I HAVE APPLIED FOR?

A candidate who wishes to withdraw from participation in an interview MUST submit a notification in writing to the Human Resources Division Commander. This notification must be submitted prior to the date of the scheduled interview. A candidate must also notify their Commander of their intent to withdraw from an interview process.

WHAT IF I HAVE A QUESTION THAT I WANT TO ASK NOW?

You are encouraged to raise any questions or comments that you have about this promotion process. If you wish to submit a question, you should write it out on the form enclosed at the end of this booklet. If you decide to submit your question in writing, mail the completed form to the Institute for Public Safety Personnel, Inc. at 251 E. Ohio Street, Suite 1000, Indianapolis, IN 46204. All promotion candidates will be made aware of the answer via a general announcement if the question can be answered without compromising the integrity of the promotion process.

WILL THERE BE AN APPEAL/REVIEW SESSION?

There will be an opportunity for appeals and a chance for candidates to review the written examination materials. Candidates will be mailed their pre-appeal scores to their home address. The review sessions will be held April 3 and April 4, 2008. These are the only dates for appealing test scores. If you took a make-up test you may not receive your preliminary scores prior to the appeals sessions. You do not need your preliminary test scores in order to attend the appeals session; however, depending on when your make-up test was scheduled, IPSP may not have your test results for review at the appeals session. Contact the Human Resources Division with additional questions.

During the appeal/review session, each candidate will be provided with the following materials:

- a. A copy of their written test answer sheet
- b. A list of the written test questions which they answered incorrectly, along with the correct answer to each question

- c. A listing of the reading source (book and page) for each question

Candidates may appeal a question when they can demonstrate that:

- a. There is more than one correct answer, or
- b. There is no correct answer listed, or
- c. The answer selected by IPSP, Inc. is incorrect.

All appeals must be written during the appeal sessions. Written appeals will then be submitted on an anonymous basis to the Selection Committee for review. Questions which are successfully appealed may affect scores in one of the following ways:

- a. The question may be double-keyed if more than one answer is determined to be correct. Therefore, candidates who selected either correct answer will receive credit.
- b. All candidates will receive credit for questions where all answers are determined to be incorrect.
- c. All candidates who selected the IPSP, Inc. answer will receive credit when it is determined that the answer selected by IPSP, Inc. is incorrect. In addition, all candidates who selected the correct answer will receive credit.

*NOTE: No candidate's score will be lowered as a result of appeals.

Following the appeal/review session, scores will be recalculated to reflect any changes that are the result from approved appeals. Final scores, listed by candidate number, will be forwarded to Commanders to post.

WHAT ARE SOME IMPORTANT POINTS TO REMEMBER?

- ❑ **Photo ID is required at sign-in for testing.**
- ❑ Forms indicating the intent to participate or not to participate must be received in the **Human Resources Division** by December 31, 2007.
- ❑ The 2008 written exam scores will replace earlier scores as of May 1, 2008.
- ❑ A score of seventy percent (70%) or higher on the written exam is required for eligibility in the promotional process. Police Rule 5 specifies additional threshold requirements.
- ❑ College transcripts must be submitted to the Human Resources Division – Police Promotions prior to February 1 and July 1. Education scores will only be updated twice each year, on February 15 and July 15.
- ❑ Seniority scores will only be calculated twice each year, on February 15 and July 15.
- ❑ PAR scores will be based on 2005, 2006 and 2007.
- ❑ Candidates must receive a score of 44% or higher on an oral interview to be considered for promotion or reclassification.

Questions about the promotion process may be directed to the Human Resources Division – Police Promotions at (317) 233-0916 or MW 2419.

WHAT ARE THE DATES OF THE PROMOTION PROCESS?

<i>DATE</i>	<i>ACTIVITY</i>
December 31, 2007	Intent to Participate/Not to Participate form must be received in the <u>Human Resources Division.</u>
February 1, 2008	Deadline for submitting college transcripts for the February 15 th update.
February 15, 2008	Education Credit updated.
February 15, 2008	Seniority Scores updated.
March 8, 2008	Promotion Exam
April 3, 2008	Appeals Session
April 4, 2008	Appeals Session
May 1, 2008	2008 Exam scores become valid.
July 1, 2008	Deadline for submitting college transcripts for the July 15 th update.
July 15, 2008	Education Credit updated.
July 15, 2008	Seniority Scores updated.

**Indiana State Police
Promotion Process – 2008**

[illegible]

Signature (Optional)